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26 September 1969

MEMORANDUM TO EXECUTIVE, CIA

VIA : 1. Management Officer
2. Personnel Officer
3. Chief, Coordination, Operations and Policy Staff

FROM : Assistant Director, Reports and References

SUBJECT: Reorganisation of Map Library Division, Map Branch, CIA

1. There is attached hereto a request of the Chief, Map Branch, CIA, for the reorganisation of the Library Division of that Branch, together with a Table of Organisation and proposed functional statements for the revised organisation.

2. These changes are considered necessary in view of:

- (a) Changing emphasis of functions in the Map Library as the problem progresses from the initial focus of organising and processing accumulated material to that of servicing requests and maintenance of collections.
- (b) Providing a centralized administrative control of processing and filing services under a responsible officer for increased efficiency of operation.
- (c) Providing a centralized reference section to insure more efficient and timely reference service.

3. It is recommended that the proposed organisational changes be effected.

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OAD/CNE: [REDACTED] rfd

Distribution:

Management Officer
Personnel Officer

TELETYPE BANNER

Chief, Coord, Op and Policy Staff
S/Ad, CNE
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